



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ENERGY MANAGEMENT PROGRAM MANAGER

Job Number: 21000302

Job Code: 70600V150416

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 08/16/2012

Job Revised: 04/16/2015

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a comprehensive energy savings, energy management or energy conservation program. Responsible for the formulation and administration of policies, budgets and management plans relating to energy consumption and conservation; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have three years management experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a Certified Energy Manager (CEM) by the Association of Energy Engineers OR must be licensed as a Professional Engineer by the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors. Must possess and maintain a valid driver's license prior to appointment in this classification. <http://www.aeecenter.org> <http://www.kyboels.ky.gov/> Must maintain certification as a CEM by the Association of Energy Engineers OR licensure as a Professional Engineer by the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors for the length of employment in this job. Must maintain a

valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains oversight of energy programs and initiatives that cross organizational lines. Provides technical assistance to all organizational units related to energy conservation, energy analysis, energy procurement, and/or maintenance projects as they relate to energy conservation or energy procurement. Develops, reviews and approves utility and other energy contracts. Advises agencies on energy procurement. Establishes policies and procedures related to the efficient consumption of utilities including gas, water and electric. Ensures compliance with applicable statutes and regulations. Promotes the use of Energy Savings Performance Contracts by state agencies. Develops programs that focus on the appropriate and effective management of buildings and associated equipment. Participates in the conceptual design and construction oversight of all construction projects or lease procurements to ensure energy best practices. Monitors and analyzes the use of resources and makes recommendations for adjustments to improve resource use while continuing to promote conservation efforts. Supervises employees and/or contractors. Motivates and educates occupants with regard to the efficient use of resources. Works directly with utility companies statewide on behalf of the agency relative to utility rates and rate structures, data transfer and metering and rebate programs. Plans, assigns and reviews the work of employees in the administration and management of major energy conservation, energy analysis, energy procurement, and/or maintenance projects as they relate to energy. Supervises professional and technical personnel and gives professional approval for implementation of various conservation measures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting and at construction sites. Work at construction sites may involve exposure to dirty and dusty environments, hazardous material and noise. Extensive travel is generally required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.